

**NetworkMaryland Advisory Group  
Monthly Meeting**

May 20, 2003, 9:00 am – 1:00 pm  
Maryland State House  
Annapolis, Maryland

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**ADVISORY GROUP ATTENDEES:**

Margo Burnette (Vice Chair)  
Ellis Kitchen  
Richard Aldridge  
Peggy Phillips (for Judi Wood)  
Mike McCarty  
Greg Tally (for William Morrow)

Pat Wallace  
Richard Rose  
Paul Thorn  
Renee Winsky  
Chuck Bristow  
Barb Pivec  
Susan Ockert (for Lewis Powell)

**DBM STAFF ATTENDEES:**

Pat Stevens  
Jason Ross  
Mary Ann Slack  
Tim Kwong

**ENGINEERING COMMITTEE MEMBERS:**

Ron Ward

**GUESTS:**

Don Nippard  
Walter Bigalow  
Amy Demarco

Reported By:	Presentation Topics	Comments and Actions	Completion
M. Burnette	<b>Call to Order</b> – The Meeting was called to order at 9:05 am		
Members	<b>Approval of April Minutes</b> – The Members approved the minutes from the April meeting with modifications.	Pat Stevens to modify May minutes to reflect that Chuck Bristow, MDOT, recommended that MDOT be part of the HB697 Task Force.	
E. Kitchen	Ellis reported that BPW approved the Fibergate Resource Sharing agreement.  Also the RFP for HCCS was released 2 weeks ago. Target date for BPW is September 03		
M. Slack	Getting connected to networkMaryland Services: Mary Ann reviewed the services available through network Maryland including Layer-2 or circuit switched private network services, Statewide Government Intranet (SwGI), and Internet Services (ISP)  Reviewed the Customer Information Packet and Getting Connected Package which are both available on the website <a href="http://www.networkmaryland.gov">www.networkmaryland.gov</a> or email <a href="mailto:nwmd@dbm.state.md.us">nwmd@dbm.state.md.us</a>  Reviewed the process for agencies and non-state entities to connect to nwMd		
M. Burnett	<b>HB 697:</b> Discussed HB 697, which will focus on broadband access for the private sector in rural areas. The task force is not intended to conduct another study, but rather to use the information available and develop a plan for the State. Specific items of the bill include the following: <ul style="list-style-type: none"> <li>• Consider developments and best practices</li> <li>• Evaluate resources, infrastructure and cost structures now in place or available</li> <li>• Encourage development of specific goals for the State in the deployment of broadband communications in rural areas</li> <li>• Develop proposals and recommendations for the</li> </ul>	Margo asked Steve McHenry, FORVM for Rural Maryland, to provide additional input and perspective regarding the HB 697 discussion.  Renee Winsky reiterated that the purpose of the task force was to develop a plan, not perform additional studies.	

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	<p>establishment and enhancement of broadband communications in rural areas</p> <ul style="list-style-type: none"> <li>Oversee the implementation of the Task Force's recommendation and may offer any recommendations regarding <ul style="list-style-type: none"> <li>Legislation, budget provisions and amendments, and programmatic changes in State procurement</li> </ul> </li> </ul> <p><b>The Governor has signed the bill and it goes into effect June 1, 2003</b></p> <p><b><u>20 Member Task Force will include the following:</u></b></p> <ul style="list-style-type: none"> <li>Chair appointed by Governor`</li> <li>Representatives appointed by Governor <ul style="list-style-type: none"> <li>TEDCO and FORVM</li> <li>Tri-County Councils for Western Maryland, Southern Maryland, and lower Eastern Shore and Mid-Shore Regional Council</li> <li>Carroll or Frederick County</li> <li>Harford, Cecil, Kent or Queen Anne County</li> <li>3 members of House</li> <li>3 members of Senate</li> <li>3 technical experts representing public sector agencies and universities</li> <li>Secretary DBM and DBED (or designees)</li> <li>Chairman PSC (or designee)</li> </ul> </li> </ul> <p><b><u>Reports Due from the Task Force</u></b></p> <ul style="list-style-type: none"> <li>12/1/03 – Preliminary report and draft statewide rural development plan focusing on public &amp; private broadband communications access</li> <li>1/15/04 – Interim Report and recommendations for a statewide broadband communications plan focusing on private sector access</li> <li>12/1/04 – Progress report on the implementation of the plans, together with any follow-up recommendations, and</li> <li>6/30/05 – Final report of the Task Force</li> </ul>		

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	<p>DBED has initiated a HB697 related meeting June 2<sup>nd</sup> at the MIDAS convention in Western Maryland. Representatives from the four regional councils, DBED, TEDCO and DBM will attend.</p>		
M.A. Slack	<p><b><u>NetworkMaryland Project Status:</u></b></p> <p>Mary Ann provided an overview on the status of project:</p> <ul style="list-style-type: none"> <li>• Fibergate buildout underway <ul style="list-style-type: none"> <li>- Supports both Stabilization and Western MD buildouts</li> </ul> </li> <li>• Fiber construction procurement vehicle is required for Annapolis and Public Safety fiber spurs <ul style="list-style-type: none"> <li>- Effort has been kicked off, expected award in mid October</li> <li>- Schedule reflects this requirement</li> </ul> </li> <li>• Incumbent selected for managed services contract</li> </ul> <p><b><u>Managed Services Contract Status</u></b></p> <ul style="list-style-type: none"> <li>• Eight proposals received <ul style="list-style-type: none"> <li>–Seven evaluated</li> <li>–Six deemed “reasonably susceptible for award”</li> </ul> </li> <li>• Team of 5 technical evaluators</li> <li>• Reviewed for technical merit based on RFP requirements</li> <li>• Proposals, written clarifications, orals and BAFO discussion</li> <li>• Selected offer or is CSC</li> <li>• BPW target date set for 6/4/03</li> </ul>		
R. Rose	<p><b><u>Baltimore POP Consortium:</u></b></p> <p>Richard provided status on Baltimore Education POP. Partners include the following:</p> <ul style="list-style-type: none"> <li>• Baltimore City</li> </ul>		

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	<ul style="list-style-type: none"> <li>• State of Maryland</li> <li>• Mid Atlantic Crossroads (MAX)</li> <li>• Johns Hopkins University</li> <li>• Sailor State Library Network</li> <li>• University System of Maryland</li> <li>• University of Maryland Baltimore</li> <li>• University of Maryland Baltimore County</li> <li>• UMATS</li> </ul> <p>The MOU between UMATS and DBM has been signed</p> <p>The Ciena and Juniper equipment, fiber hub, and electrical work have been ordered. The gigE hubs have been purchased.</p> <p>Phase I Implementation will include the following</p> <ul style="list-style-type: none"> <li>• Research and Development Internet 2</li> <li>• Segment Education Group Partnership <ul style="list-style-type: none"> <li>- Access K-20</li> <li>- Public and private sponsored higher education</li> </ul> </li> </ul> <p>Target date for operational is July 1, 2003, if the city can address the Fiber issue</p> <p><b>Questions:</b>  <a href="http://www.usmd.edu/baltpop">www.usmd.edu/baltpop</a></p>		
M Burnette	<p><u>Engineering Committee Report</u></p> <p><b>Margo reported on the Engineering Committee for Will Morrow</b></p> <ul style="list-style-type: none"> <li>• Engineering Committee met May 13 at the Department of Budget and Management.</li> <li>• New members and new Chair were introduced.</li> <li>• Committee discussed and revised the Draft Engineering Committee Mission.</li> <li>• Committee discussed and resolved a set of issues related to the operations of the Committee. The procedures address how the Committee will deal with requests for</li> </ul>		

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	<p>proposal recommendations, requests for comments, engineering studies, technical standards, and other issues.</p> <ul style="list-style-type: none"> <li>• The Committee will present the final versions of the Mission and Procedures to the Advisory Group in June for discussion and approval.</li> <li>• Jason Ross provided an engineering update. Jason will present a preliminary network design to the Committee in June.</li> <li>• The Committee will continue to meet the second Tuesday of each month, and will begin meeting at the State Highways Administration Operations Center in Hanover.</li> </ul>		
M Burnette	<p><b>The proposed charter for the engineering committee was defined as</b></p> <ul style="list-style-type: none"> <li>• Validate that existing and proposed network designs will support the business requirements</li> <li>• Review network proposals and make technical recommendation to the Advisory Group</li> <li>• Propose and review technical standards</li> <li>• Perform benchmarking studies against other statewide networks</li> <li>• Recommend practices to improve network operations</li> <li>• Comment on the technical impacts of any proposal requested by the Advisory Group</li> </ul> <p><b>Margo will forward Will's mail to members requesting comments regarding the Engineering Mission.</b></p> <ul style="list-style-type: none"> <li>• Address comments regarding mission to Will Morrow at <a href="mailto:wmorrow@msde.state.md.us">wmorrow@msde.state.md.us</a></li> </ul> <p>Will address at engineering committee meeting and at next Advisory Group meeting</p>		
J Ross	<p>Jason Ross presented the proposed Network Design</p> <ul style="list-style-type: none"> <li>• The network design has changed considerably based on</li> </ul>		

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	<p>numerous factors addressed in the last nwMd Advisory Group meeting</p> <ul style="list-style-type: none"> <li>–Marconi OC-48 card end of life</li> <li>–Capital and Operational Cost of Ciena Equipment</li> <li>–Current Economic Factors</li> <li>–Desire by stakeholders to use Clear Channel Services</li> </ul> <p>Sonet Architecture</p> <ul style="list-style-type: none"> <li>• The new design focuses on the existing core locations and technologies but implements a new Sonet Architecture for transport throughout the State.</li> <li>• Provide OC-48's to Western MD, Annapolis, and Southern MD</li> <li>• Eastern MD not changed from existing design</li> <li>• Create a diverse ring between College Park, Annapolis and Baltimore</li> <li>• Linear networks to Western MD and Southern MD protected by leased circuits</li> <li>• Opportunity to collocate with Wireless Infrastructure group for added bandwidth and connections (potential modifications for Eastern MD)</li> <li>• Reduce operating and capital costs overall by sparing our own equipment</li> <li>• Offer the ability to provide Clear Channel solutions</li> <li>• Increase flexibility, reliability and robustness throughout the network Implement a TNX-1100 ATM switch in Hagerstown, Frederick, Annapolis and LaPlata</li> <li>• Each TNX-1100 ATM switch will connect to both core ASX-4000 ATM switches for redundancy with the exception of Hagerstown and Frederick, which will have the second connection between each other instead of both core ASX-4000's.</li> </ul>	<p>Richard Rose asked that we be kept up to date on the schedule, as they have activities that will require lead times.</p> <p>Chuck Bristow suggested that we get the Network Design approved by the Advisory Group</p> <p>Motion was made and seconded for the Advisory Group to endorse the design of the network. Motion passed unanimously</p>	
	<p><b><u>Public meeting adjourned. There were no comments from the public.</u></b></p>		

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M. Burnett C Bristow P Phillips	<p>Margo reviewed the budget language requirement for state agencies to connect to nwMd by FY 05</p> <ul style="list-style-type: none"> <li>Utilization of networkMaryland: -With the completion of the core network anticipated by the end of fiscal 2004, it is the intent of the committees that, unless approved by the State Chief Information Officer, all State agencies utilize networkMaryland in fiscal 2005.</li> <li>By December 31, 2003, listing of, and justification for, agencies with fiscal 2005 funding for Internet or interLATA connectivity that could otherwise have been provided through networkMaryland</li> </ul> <p><b><u>ITAC Working Group</u></b></p> <p>Chuck gave review of the purpose of the ITAC working group:</p> <ol style="list-style-type: none"> <li>Define business requirements for State network</li> <li>Define recommended governance and model of operation</li> <li>Define technical resources, leverage existing resources, and establish collaboration between agencies for migration support</li> <li>IP addressing migration plan</li> <li>Strategies to address legislation</li> <li>Rate structure and cost recovery model</li> </ol>		
M Burnette E Kitchen	<p><b><u>Governance</u></b></p> <p>The structure of the Advisory Group and the governance of network Maryland were discussed.</p> <p>Margo reviewed the initial purpose and charter of the Advisory Group as follows:</p> <ul style="list-style-type: none"> <li>Facilitate representation of all stakeholders</li> <li>Encourage participation from a broad range of affected entities / parties</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Provide democratic method by which decisions are made on locations, schedules, technical specification and processes for the statewide network</li> </ul> <p>Advisory Group added in the following responsibility:</p> <ul style="list-style-type: none"> <li>• Provide oversight and direction</li> </ul> <p>Accomplishments of the Group during the past year were addressed including the following:</p> <ul style="list-style-type: none"> <li>• Requirements from variety of stakeholders collected</li> <li>• Acceptable use policies created</li> <li>• Strategic planning sessions and input</li> <li>• FY 04 Impact Statement and direction for Governor's transition team</li> <li>• Engineering committee input (clear channel, alternatives, etc.)</li> <li>• Public more educated on network</li> <li>• Funding has been continued</li> <li>• Stakeholders heard, recognized and influenced direction</li> </ul> <p>Ellis expressed his thoughts as to what was next for the Advisory Group, suggested we may want to restructure this group and asked for discussion.</p> <p>The Policy and By-Laws Committee, chaired by Pat Wallace, will review the present By laws, and charter. The committee will review and make adjustments to be addressed at our next meeting.</p> <p>Committee Members: Pat Wallace Paul Thorn Richard rose Mike McCarty Barb Pivec</p>	<p>The members expressed several ideas and comments. All members expressed the opinion that the Advisory Group was critical and had been successful with the current make up. No members were interested in disbanding the Group, or in dividing it into separate groups.</p> <p>Pat Wallace and committee will present proposed Charter at June meeting.</p>	

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	<u>Adjournment</u> - The meeting adjourned at 12:45 p.m.		

**Minutes Recorded by:**  
Pat Stevens